

DC National Service Conference Call for Presenters

The Third Annual DC National Service Conference will convene on Wednesday, November 10, 2004 in Washington DC. The conference will assemble together national service participants, community leaders, volunteer administrators, educators, students, community- and faith-based representatives, and youth/adult volunteers.

This year's conference is based on three main themes: Building, Developing, and Refining. These themes represent the continuum of growth we strive for as professionals, as service members and that we strive to see in the communities and programs we work in/with. You will see these themes woven throughout the conference: in workshops, plenary speakers, events and materials. Speakers should be prepared to submit workshop proposals that fit into these themes (examples below).

In addition to informative and interactive workshops, participants will have an opportunity to hear national service experts share their insight on the strategies individuals and organizations can employ to build stronger communities.

PRESENTER BENEFITS

Each presenter will receive the following benefits: free meals at the conference, free conference registration on the day of their presentation, and overnight accommodations (*as necessary*). We encourage presenters to waive their fees as an in-kind donation.

CRITERIA FOR SELECTION

Please consider the following criteria when developing your proposal.

1. Presentation or workshop topics are limited to one of the following categories or tracks: ***Building, Developing, Refining*** (see following page for definitions and workshop topic examples).
2. The presentation or workshop should appeal to a diverse audience, including, but not limited to: age, profession, educational attainment, experience, and knowledge of the subject.
3. The presentation or workshop should be no more than 1 hour and 15 minutes in length.
4. The presentation or workshop should be limited to a maximum of 3 presenters.
5. The presentation or workshop should be innovative.
6. The presentation or workshop should not be used to advance a particular program or product.
7. The presenter(s) should provide resources such as bibliographies, articles, and other handouts aside from presentation notes.

SAMPLE SESSION TOPICS

The following list is not a list of confirmed sessions or topics. The list serves as suggested session topics, but in no way should limit individuals' and/or organizations' creativity.

Note: the conference tracks are meant to inspire a broad range of topics.

Theme: BUILDING

Whether you are a new corps member, in a new staff position, or starting a new project, you are in a phase of getting started, building a foundation. This phase is important because it's a time of introspection where you can take a fresh look at yourself as a professional. It's a time of information gathering to build a solid base of knowledge that will prepare you for the experiences you are embarking on your new adventure.

The following is a list of suggested workshop topics for this theme that could serve both National Service members and staff audiences.

- Beginner's Guide to DC
- DC living on a shoestring budget
- Health Care resources
- Urban safety
- Team building/ building a cohesive team
- Managing change
- Networking
- Cultural competency (Unpacking cultural baggage)
- Personal visioning/Goal setting
- Working with diverse personalities
- Service projects 101 – 1 day events
- Financial management
- Time management
- Reflection/ journaling
- Civic responsibility
- Stress relief/mental health
- Service and self-awareness/Service as a personal journey
- Civic responsibility
- Effective volunteer management
- Community asset mapping and needs assessments
- Sexual harassment
- Dealing with difficult people (conflict resolution)
- AmeriCorps 101
- Understanding organizational culture/character

Theme: DEVELOPING

As we move through the continuum of growth, we are always developing. With each new experience or challenge, we are learning, changing, gaining new skills and new perspectives. We must continue to empower ourselves with the tools necessary to meet these challenges in our professional lives.

Workshops that will be offered around this theme are skill-building workshops, both for our own professional development and skill-based content for working in the field of National Service. The following is a list of suggested workshop topics for this theme that could serve both National Service members and staff audiences.

- Public speaking/effective presentation skills
- Leadership/ communication skills
- Meeting and facilitation skills: icebreakers, energizers
- Volunteer recruitment

For questions or concerns, please contact Amity Tripp, Training Manager at Serve DC
amity.tripp@dc.gov, 202-727-7927

- Volunteer retention / sustaining volunteer energy and passion:
- Engaging older adults/ 50+
- Engaging youth
- Literacy programs
- Intergenerational programs
- Web-development – using www or website dev
- Youth voice or advocacy
- Marketing your organization's mission
- Strengthening families through service and volunteerism
- Service-Learning: Preparing Future or Service-learning: Transforming how we educate
- Communities building capacity for volunteers
- Project management 101
- National service: supporting innovation in local communities
- Tapping college and university resources
- How to be your own expert on media relations
- How to plan, market your service project / Event sponsorship
- Volunteer screening / background checks
- Program design / Project management
- Racism: understanding attitudes. Exploring causes
- Reaching agreement with groups
- Domestic violence awareness
- Youth violence prevention
- Disability inclusion

Theme: REFINING

At the end of a year of service, or as a staff member who has years of experience and is comfortable in their position, you are in a unique situation to refine your work. You know the content or the community; you can think outside the box and take your work to a step further.

The workshops in this section focus on issues or skills that help you take it to the next level. For members, these workshops focus on tools to help you end the year of service, find the next step in your life after service. Below is a list of suggested workshop topics for both members and staff.

For members:

- Next stop, Peace Corps
- Working in nonprofit sector
- Using your Ed Award
- Applying to college
- Networking
- Marketing your year as a “Real Job” / Telling your story
- Enhancing interview skills/ Employability
- Personal financial management
- Enhancing interview skills
- Advocacy/ Save AmeriCorps
- Stress / time management
- Job searching
- Nonprofit Management Master's Program (the new hype)
- Connecting service and spirituality

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National Service Staff:

- Constructing new communities: collective ownership vs. individual territories
- Sustainability as a short-term and long-term strategy
- Visioning/Goal setting
- Myers Briggs
- Earned income ventures
- Advocating for change
- Community grant writing or just grant writing
- Innovative fundraising
- Collaboration: What it is; what it is not
- Building coalitions

SELECTION PROCESS

A review committee comprised of community stakeholders including programs staff, members and alumni will assess each proposal. Consideration will be given to the selection criteria and factors such as program balance and space availability.

SUBMISSION REQUIREMENTS

For your presentation to be considered please include the following:

1. Call for Presenters Application
2. A brief one page or less description of your qualifications and experiences related to the topic of your presentation
3. A one to two page narrative description of the presentation as outlined below
 - ✓ Overview of the content of your presentation
 - ✓ Describe learner outcomes/goals of the presentation
 - ✓ Describe what tools, ideas, or strategies participants will gain from the presentation
 - ✓ Describe any opportunities for interaction and reflection that are part of the presentation
 - ✓ Describe any hands-on activities that are part of the presentation
4. Please submit the above information in a Word document either via email or on disk via mail (we will not accept faxed applications).
5. Please note that the review committee reserves the right to retitle a presentation and will work with selected presenters to develop a workshop narrative, which will appear in the conference program.

The completed application and narratives must be received at the Serve DC office on or before Wednesday, October 13, 2004, via mail. (We will not accept proposals via fax.)

Please send proposals to:

Serve DC, Executive Office of the Mayor
Amity Tripp, Training Manager
Re: Presenter Application
441 4th Street, NW; Suite 1040 South
Washington, DC 20001

Call for Presenters Application

Submit by Wednesday, October 13, 2004

<i>Please answer all the questions to the best of your ability. Alternate formats are available upon request.</i>		
Name of Primary Presenter:	Title:	
Name of Co-presenters, if any <i>(please indicate youth with an *)</i>		
Organization Represented:		
E-mail Address:	Phone Number: Fax Number:	
Address:	City, State, Zip Code:	
Please indicate your career affiliation <i>(check all that apply)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Government Agency <input type="checkbox"/> Educational Institution <input type="checkbox"/> Nonprofit/Community-based Organization <input type="checkbox"/> Faith-based Organization <input type="checkbox"/> Consultant/Advisor/Contractor <input type="checkbox"/> Student/Youth <input type="checkbox"/> Foundation/Association <input type="checkbox"/> National Service Program <input type="checkbox"/> Volunteer Center <input type="checkbox"/> Other, please specify 	If applicable, please indicate your affiliation with National Service <i>(check all that apply)</i> <ul style="list-style-type: none"> <input type="checkbox"/> AmeriCorps <input type="checkbox"/> AmeriCorps*VISTA <input type="checkbox"/> NCCC <input type="checkbox"/> Learn and Serve <input type="checkbox"/> Senior Corps <input type="checkbox"/> Citizen Corps <input type="checkbox"/> Corporation for National and Community Service <input type="checkbox"/> Other, please describe: 	
Title of Presentation	Would you be willing to do multiple presentations? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Workshop Level <i>(please check only one)</i> <i>This workshop content is geared toward participants who are/have:</i> <ul style="list-style-type: none"> <input type="checkbox"/> Introductory: new to the topic <input type="checkbox"/> Intermediate: multiple years of experience with desire to expand knowledge and practice <input type="checkbox"/> Advanced: experts in topic with desire to advance in the field 		
Presentation Format <i>(please check all that apply)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Formal Presentation on Research/Program <input type="checkbox"/> Interactive Workshop <input type="checkbox"/> Panel 		

<input type="checkbox"/> Demonstration <input type="checkbox"/> Other (please describe)	
Indicate the target audience for your presentation <i>(please prioritize your top 3 audiences)</i> <input type="checkbox"/> K – 12 Educators <input type="checkbox"/> Higher Education Faculty/Staff <input type="checkbox"/> Elementary/Middle School Youth <input type="checkbox"/> High School Youth <input type="checkbox"/> College/Out of School Younger Adults <input type="checkbox"/> Seniors <input type="checkbox"/> Community-based Organizations <input type="checkbox"/> Faith-based Organizations <input type="checkbox"/> Foundations/Associations/Corporations <input type="checkbox"/> Volunteer Organizations <input type="checkbox"/> Other, please describe	
Provide a description of the presentation <i>(must be 200 characters or less – it will be used in the conference program)</i> 	
Room Set Up Requested <i>(Note: We will do our best to accommodate.)</i> <input type="checkbox"/> Classroom (seated at rounds) <input type="checkbox"/> Theatre/Audience (rows of chairs) <input type="checkbox"/> Classroom (chairs in rows with individual desks attached) <input type="checkbox"/> Other (please describe)	Ideal Audience Size <i>(indicate a number)</i>
Audio Visual Needs <i>(Note: If you have access to a notebook computer and/or LCD panel, we encourage you to bring this technology with you.)</i> <input type="checkbox"/> LCD projector <input type="checkbox"/> Overhead Projector <input type="checkbox"/> TV/VCR or DVD player <input type="checkbox"/> Easel, Flipchart and Markers <input type="checkbox"/> Wireless Microphone Regular Microphone <input type="checkbox"/> CD/Cassette Player <input type="checkbox"/> My organization (or I) will bring the following equipment <i>(please list below)</i> 	

Submission Requirements

1. Call for Presenters Application (*this form*)
2. A one page or less description of your qualifications & experience related to the topic of your presentation
3. A one to two-page narrative description of the presentation as outlined below
 - Overview of the content of your presentation
 - Describe learner outcomes/goals of the presentation
 - Describe what tools, ideas, or strategies participants will gain from the presentation
 - Describe any opportunities for interaction and reflection that are part of the presentation
 - Describe any hands-on activities that are part of the presentation
4. As a courtesy, we ask that a diskette of all of the above to be sent with mailed submissions or in addition to faxed submissions (*Microsoft Word or Notepad Format accepted*)

The completed application and narratives must be received at the Serve DC office on or before Wednesday, October 13, 2004, via mail. (We will not accept proposals via fax.)

Please send proposals to:

Serve DC, Executive Office of the Mayor
Amity Tripp, Training and Technical Assistance Manager
Re: Presenter Application
441 4th Street, NW; Suite 1040 South
Washington, DC 20001

OFFICE USE ONLY

Date Received	Date Reviewed	Follow up received	Decision	Date Letter Sent
			<input type="checkbox"/> Yes <input type="checkbox"/> No	